

TOWN OF BRAINTREE

IN COUNCIL

ORDER NO. 08 004

January 9, 2008

INTRODUCED: MAYOR

HIS HONOR, MAYOR SULLIVAN HAS SUBMITTED TO THE BRAINTREE TOWN COUNCIL AN ORDINANCE ESTABLISHING A CHIEF OF STAFF AND OPERATIONS.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BRAINTREE THAT A NEW POSITION OF CHIEF OF STAFF AND OPERATIONS BE CREATED AT THE M-25 NON- BPMA SALARY SCHEDULE AND FURTHER IT BE ORDAINED THAT A NEW ORDINANCE CREATED FOR THE CHIEF OF STAFF AND OPERATIONS BE ESTABLISHED AS FOLLOWS:

Chief of Staff and Operations

- (a) Appointment: term. The Chief of Staff shall be appointed by the Mayor and shall serve at the pleasure of the Mayor.
- (b) Duties and Functions. The Chief of Staff shall in every matter be deemed to be acting in the place of and/or the Mayor, unless it is specifically stated otherwise.

The Chief of Staff, acting only on the direction of the Mayor, shall have the following duties:

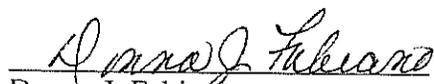
1. Represent the Mayor as liaison with the Town Council
2. Represent the Mayor at meetings of regional agencies, state and federal agencies, community Groups, business interests and local trade and fraternal organizations, for purposes of gathering information and/or articulating the Mayor's point of view
3. Organize and summarize information and prepare it for the Mayor's review and action
4. Meet with Department Heads regarding day-to-day business, expediting administrative interaction between the Mayor's office and Town Departments and Agencies.
5. Serve as a liaison officer between the Town Government and the Town's Residents
6. Be familiar with all aspects of the Town Government and with the functions of the activities of the various offices and employees of the Town
7. Be familiar with the various services rendered by the Town to its residents, in order to inform citizens of the extent of these services and of the schedule for their performance

8. Complete specified research assignments with close contact to the Massachusetts Municipal Association, the National League of Cities, and the US Conference of Mayors and similar organizations comparing the Town's problems with problems and solutions of other Communities in the state and the nation
9. Meet with the Mayor, Boards and Commissions in normal business meetings to explain proposals or identify means to expedite action
10. Work with the Clerk of the Council and the President of the Council in preparing orders and Backup material for executive Department initiatives and with committees to expedite support for committees to expedite support for committee deliberations
11. Serve as spokesperson for the Mayor in responding to inquiries made concerning operations conducted by or affecting the Town of Braintree
12. Perform other services so as to support the Mayor's role as Chief Executive of Braintree

Be it Ordained in Council – January 22, 2008

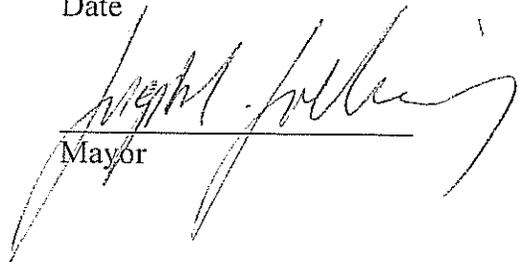
Presented to Mayor – January 23, 2008

A True Copy. Attest:


Donna J. Fabiano

Approved January 24, 2008

Date


Mayor

YEAS: Bowes, Clifford, DeNapoli, Dingee, Joyce, Kokoros
Mullaney, Randolph, Ryan

NAYS: Bowes, Clifford, DeNapoli, Dingee, Joyce, Kokoros
Mullaney, Randolph, Ryan

ABSENT: